

**St JAMES'S CHURCH,**  
**PICCADILLY**

February 2019

**JOB DESCRIPTION**

St James's Church is a busy Anglican church in the centre of London, involved in a broad range of activities, including services, concerts, a daily market, a variety of ministries and projects. St James's is committed to an inclusive welcome to all. (Refer [www.sjp.org.uk](http://www.sjp.org.uk) and Charity Commission website for further details.)

**1 JOB DETAILS**

Job Title:	Accounts Manager
Hours of work:	9.30 am – 5.30 pm excluding an hour for lunch (35 hours per week)
Salary package:	£27,000 pa - £30,000 pa (part qualified (ACA/ACCA/CIMA) plus 7.5% contribution by St James's Church to pension fund (.5% contribution by the employee effective 1 <sup>st</sup> April)

**2 JOB PURPOSE**

To record efficiently and accurately the financial transactions of the Church and its activities and to prepare periodic management accounts and the annual accounts.

**3 DIMENSIONS**

Reports to Director of Business and Operations and works with part time Finance role. To report on management accounts as required to church meetings including to Parish Church Council (PCC).

## 4 KEY RESULT AREAS

Under the Health and Safety at Work Act 1974 we all have a responsibility to ensure a safe working environment for everyone who comes within our working environment. This means taking a proactive role in ensuring this.

### A. Responsible for all financial aspects of St James's Church Piccadilly, reporting to the PCC:

- Preparation of annual accounts for the PCC and external auditors
- Handle all income and issue payments
- Monitor cash flow and budget
- Prepare clear and prompt financial reports for the church council and section managers.
- Work closely with our on-site team of clergy and lay staff

### B. Main Accounting Responsibilities:

- Production of periodical management accounts
- Treasury and cash management. Daily banking tasks and preparation of payruns as required.
- Generate and monitor Excel accounts spreadsheets
- Assist in year-end audit and tax work with the view to taking the lead in coming years
- Ensure all invoices and expenses are received, authorised and coded correctly, including staff expenses
- Prepare and monitor records of income received and chasing for any overdue invoices and payments
- Maintain a fixed asset register
- Working with the Business Director, to manage a financial risk register
- Prepare the monthly payroll, process BACS payments and distribute payslips to staff
- Management of company insurances
- Development of finance systems processes to improve efficiency
- Maintain bank relations
- Manage accounts payable and receivable
- Managing payments and cash flow
- Prepare monthly bank reconciliations
- Checking and processing suppliers' invoices
- Maintain up-to-date payroll records.
- Ensure that all PAYE and National Insurance procedures are properly accounted for, and liaise with HM Customs & Revenue as necessary
- Deal with all staff payroll queries in the first instance
- Input all cash transactions and maintain files of cash receipts and payments vouchers.
- Manage and file all paperwork and correspondence relating to Church finance. Archiving where and when it is appropriate
- Assist in the administration of the Church's planned giving scheme and all Gift Aid payments. Preparation of tax claims

- Have a responsibility for bringing to the immediate attention of the PCC Treasurer and other PCC officers any anomalies or discrepancies in the church accounts and financial records
- For reasons of security and confidentiality all information relating to Church finances is to be regarded as confidential and only disclose information to outside bodies via approval of the PCC and or its officers
- Work with the Director of Business and Operations to provide forecasts and budgets as required
- Support commercial and operational teams with analysis and reporting
- Engage in ongoing cost reduction across the organisation
- Monitoring and reporting revenue updates on weekly and monthly basis
- Quarterly costs/budgets monitoring
- Develop processes and metrics as the organisation grows and evolves e.g. work towards more enhanced modern accounting package
- Work with the Director of Business and Operations on large Capital Expenditure projects providing support on financial modelling and cost control

## **5 PERSON SPECIFICATION – Essential requirements unless stated otherwise**

- To be in sympathy with and proactively support St James's Church mission, ethos and practice. (Refer [www.sjp.org.uk](http://www.sjp.org.uk) for details.)
- Part qualified ACA/ACCA/CIMA
- Proven experience in a financial accounts department
- Experience in producing a complete set of Statutory Accounts
- Knowledge of VAT and other HMRC requirements
- Intermediate/Advanced MS Excel knowledge and experience (including VLOOKUP and PIVOT TABLES)
- A high-level knowledge of SAGE 50
- Experience in using enhanced modern accounting package/s would be advantageous
- Able to work independently and proactively, managing own time and responsibilities
- Good analytical skills, accuracy and attention to detail
- Results orientated and commercially focused
- Neat and highly organised
- Prior work experience in a commercial environment would be advantageous
- Excellent inter-personal and communication skills
- Able to function effectively in a busy office environment
- To have demonstrable experience of having worked constructively in leading teams and / or working within teams as well as being able to work independently.
- The ability to support and enthuse others and maintain a professional demeanor.
- To be self motivated and proactive, being open and energetic in dealing with responsibilities

- To have excellent communication skills, including good written skills, and the ability to work with a wide range of people.
- A passion for social justice and the environment would be advantageous

## **6 APPLICATION PROCESS**

Please complete the application form – refer [www.sjp.org.uk/jobs](http://www.sjp.org.uk/jobs) - and forward to [hr@sjp.org.uk](mailto:hr@sjp.org.uk) by midday Friday 1<sup>st</sup> March. (Job description on the website too.)

Interviews will be held on Thursday 7<sup>th</sup> March. Included as part of the interview process will be a brief tour of St James's Church and the site. Aiming for start date of early/mid April.